



STATE OF WASHINGTON  
**DEPARTMENT OF LABOR AND INDUSTRIES**

P.O. Box 44000 • Olympia, Washington 98504-4000

**OLD LETTER**

January 1, 2005

Bill Smith  
Smith's Manufacturing  
100 Green Street  
Olympia, WA 98501

Dear Mr. Smith:

We ask that you not add risk classifications or rates to your quarterly reports. If your firm's nature of business has changed or you need additional risk classifications added to your industrial insurance account, please contact your account manager by calling 360902-4817.

Sincerely,

Karen Jones  
Account Supervisor